



# Title I-A Schoolwide Application Directions

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## Program Detail Tab

### Schoolwide Plans Tab

1. The district must enter the date, using this format: mm/dd/yyyy; for each schools Title I, Part A Schoolwide Plan.
2. Enter the date of the last review/revision of the Title I, Part A Schoolwide Plan for each school.

### Transfers from Title III-A Tab

1. Districts may transfer Title III funds to the schoolwide program. However, the intents and purposes of the Title III funds must remain even when moved to Title I-A.
2. The district/consortium must describe how it will develop, implement, and administer instructional programs and activities to ensure that 100% of children who are English Learners will attain English proficiency and meet state language proficiency standards within five years.

## Budget Pages

### Schoolwide Full-Time Equivalents Tab

The district must enter the number of FTEs for all staff members who are paid for out of Title I, Part A funds. These numbers must be close to the actual number. Keep in mind this is the equivalent of an FTE. For example, if you receive \$10,000, it would not be reasonable to pay 2 FTEs, however, it would be reasonable to pay .25 FTE.

### Budget Detail Tab

This page will contain detailed budget information on how Title I, Part A funds will be spent during the school year.

1. Expenditure Description and Itemization must include the following:
  - a. 100 Personal Services – Salaries
    - i. Position(s) salaries are for
    - ii. Staff count covered
    - iii. Time frame salaries are for
    - iv. Specific duties salaries are paid on if applicable
  - b. 200 Personal Services—Employee Benefits
    - i. Position benefits are for
    - ii. Time frame benefits are for
    - iii. Specific duties benefits are paid on if applicable
  - c. 300 Purchased Professional and Technical Services
    - i. Service date range
    - ii. Specific services provided
    - iii. Confirmation that the services are contracted
    - iv. Why is this expense allowable under this grant?
  - d. 400 Purchased Property Services
    - i. Service/rental date range
    - ii. Specific services provided
    - iii. Why is this expense allowable under this grant?
  - e. 500 Other Purchased Services
    - i. Service date range
    - ii. Specific services provided

- iii. Details of related expenses i.e.: travel-related expenses, per diem, hotel, mileage (except fuel)
    - iv. Unit cost and number of units if applicable
    - v. Why is this expense allowable under this grant?
  - f. 600 Supplies
    - i. Unit cost and number of units if applicable
    - ii. Detail of items purchased (“supplies” is not acceptable description)
    - iii. Date range of purchases
    - iv. Why are these expenses allowable under this grant?
  - g. 700 Property and Equipment
    - i. Unit cost and number of units if applicable
    - ii. Date range of purchases
    - iii. Why are these expenses allowable under this grant?
  - h. 800 Other Expenditures
    - i. Unit cost and number of units if applicable
    - ii. Date range of purchases
    - iii. Why are these expenses allowable under this grant?
- 2. Remember that set asides that are listed on Targeting Step 4 under the Consolidated Application must show up on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)
- 3. If the district has, and chooses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.
- 4. After this page has been calculated and saved, the district must then go back to the Consolidated Application, click on Select Eligible Attendance Areas, go to Targeting Step 4, place the budgeted indirect cost rate amount in the Indirect Cost Rate Box directly about the “ghosted” out Indirect Cost rate amount, and then recalculate the page.

### Property and Equipment Tab

1. Should a district purchase any singular item with a cost of \$5,000 or more, this page must be completed. The district will give a description of the item, how many are being purchased, and the unit cost. The page will automatically calculate the total costs.
2. If needed, further clarification can be given in the textbox at the bottom of the page.

### Budget Summary Tab

This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.

### Page Lock Control Tab

1. The page lock control tab can be used to unlock any page within the Title I-Basic portion of the grant application.
2. After clicking on the tab, check the radio button titled Expand All to see the list of options.
3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to open the page.